



CITY OF COLLEGE STATION POLICE DEPARTMENT



Communications Division Intern

COMPENSATION: **Unpaid**

DATES: ***Fall Session: September 2014 – December 2014; Volunteer Weekdays, minimum 4 hours/ week; schedule is flexible in evening hours (1 Position)***

HOURS: **(Flexible / Not to exceed 40 hours per week)**

SUMMARY:

Apply knowledge of Texas laws, city ordinances, police procedures, and criminal behavior to assist in resolving problems within the City. Perform research, clerical tasks, and development

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Collect and disseminate information regarding public related issues.
2. Maintain files of reports, bulletins, and other related data.
3. Prepare, develop, submit and maintain statistical and written report(s) as required.
4. Research and analyze data
5. Serve as liaison to property owners and managers.
6. Answers citizens' questions concerning laws and city ordinances.
7. Provides citizen assistance when appropriate.
8. Perform related duties as assigned.

REQUIREMENTS:

- High school diploma or GED equivalent.
- Ability to utilize work processing and data entry programs.
- Excellent oral and written communication skills.
- Strong public speaking skills.
- Ability to deal with public relations problems and complaints in a courteous and tactful manner.
- Ability to make judgments based upon knowledge of department policies and procedures.
- Valid Texas Driver's License.
- Must not currently be or have been within the last ten (10) years on court-ordered community supervision or probation for any criminal offense of the grade of a Class B misdemeanor or above.
- May not have been convicted of an offense of the grade of a Class B misdemeanor or above within the last ten (10) years.
- May not have been, at any time, convicted of a felony offense or any family violence offense.